



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, AFNORTH BATTALION  
U.S. ARMY, NATO  
UNIT 21601  
APO AE 09703

ACAC-BC

14 July 2005

MEMORANDUM FOR All US Army NATO Personnel Assigned to Allied Joint Force  
Command Brunssum

SUBJECT: Battalion Policy Memorandum # 4 – Equal Opportunity (EO) Complaints

1. REFERENCES: DA PAM 35-20, Unit Equal Opportunity Training Guide, 1 Jun 94, AR 15-6, Procedures for Investigating Officers and Boards of Officers, 30 Sep 96; DA PAM 600-15, Extremist Activities, 1 Jun 00; AR 600-20, Army Command Policy, 13 May 02; and TC 26-6, Commander's Equal Opportunity Handbook, 1 Apr 05.

2. POLICY:

a. The policy of the Department of the Army and the HQ, AFNORTH Battalion, US Army NATO, is to resolve legitimate complaints at the lowest level and provide adequate procedures for such resolution. Leaders will ensure that Soldiers are fully aware of procedures for obtaining redress of complaints including those against the chain of command.

b. Individuals are encouraged to use their chain of command for redress of grievances. However, Soldiers have the right to present EO complaints to the chain of command, Inspector General, EO Leader, or the Equal Opportunity Advisor (EOA). The chain of command or staff receiving the complaint is responsible to conduct an informal inquiry into allegations, determine if the complaint has merit and assist the commander in resolving the complaint.

c. If facts received after an informal inquiry indicate that a formal investigation is warranted, Soldiers will submit a Sworn Statement on DA Form 7279-R. The DA Form 7279-R initiates the formal investigation and should be filed with the commander at the lowest echelon of command. The commander will review the facts presented and determine if a formal investigation is appropriate. If so, a disinterested officer is appointed. The investigating officer will consult with the EOA throughout the investigation and before the findings are reported to the Legal Office. The company level EO Leader will not be involved in the formal complaint process.

3. A copy of this memorandum will be permanently posted on all unit and workplace bulletin boards.

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4. The point of contact for this memorandum is the Equal Opportunity Leader (EOL), SFC Ahlquist at DSN 364-3933 or commercial 0031-45-526-3933.

*BJ Constantine*

BJ CONSTANTINE, JR.

LTC, AG

Commanding